



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BADEN-WÜRTTEMBERG  
UNIT 29237  
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg, Command Policy  
Memorandum #62, Installation and Use of Air Conditioning in Government Quarters

1. Purpose: To provide guidance in regards to the use of air conditioners in all U.S. government controlled quarters.
2. Applicability: This Policy applies to all residents of Army Family Housing (AFH) and Unaccompanied Personnel Housing (UPH) in USAG Baden-Wuerttemberg.
3. The policy for air conditioners (AC) is as follows:
  - a. Only free-standing interior portable floor model air conditioners with a flexible exhaust hose and a capacity of 1500 watts or less are authorized for use in AFH and UPH.
  - b. Window air conditioners and free-standing portable floor model air conditioners with condensing units that require an exterior support system are strictly prohibited. Window sills in on-post quarters are not constructed to properly support window AC units or condensing (fan) units on the exterior of the building and can only provide unstable exterior support. This constitutes a safety hazard; therefore, these types of AC units are not authorized in government quarters.
  - c. Approval to install an air conditioning unit must be obtained from the Housing Manager or his/her designated representative prior to installing the AC in AFH or UPH government quarters.
  - d. Electrical systems cannot be upgraded to prevent overloading of electrical circuits due to use of AC units; therefore, only one AC unit per dwelling unit is authorized.
4. Approval for AC installation may be granted under the following conditions:
  - a. No alteration and/or damage to real property will occur as a result of the installation. Residents may not install exhaust pipes in walls for ventilation of AC units.
  - b. Plexiglas or plywood is used to fill the gap in the opened window. Clear plexiglas or plywood, painted to match the building exterior, will be cut to fit the size of the window opening when the window is in the full open position and, depending on the type of AC vent system, will have a hole or a slot cut out to fit the AC exhaust hose nozzle in order to vent it outside. Local hardware stores carry plexiglas and plywood, and can cut either one to size. The Plexiglas plywood cutout can be held in place in the window by double-sided tape, which is also available at local hardware stores. The use of cardboard or paper to fill the open window is strictly prohibited for reasons of appearance, safety and security.

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c. The resident is responsible for proper and safe installation and use of the AC unit. They must be connected directly to the wall. Connecting AC units to electrical outlets via surge protectors and/or extension cords is strictly prohibited.

d. The AC vent must be removed from the window at the end of the air conditioning season. Residents must remove AC units from the quarters when vacating their quarters due to PCS or other moves. AC units must be removed prior to final inspection and clearance of quarters. Residents must restore the window to its original state after removing the AC unit.


5. The resident is fully responsible for costs associated with the purchase, installation and maintenance of the AC unit during use, and for any costs associated with removing the unit and restoring the window to its former state. Any damage to the quarters or building resulting from the installation, use and/or removal of the AC unit will be repaired at the sponsor's expense.

6. Residents who install prohibited window AC units or improperly install an AC unit will be cited for violation of this policy and will be required to remove the AC unit. Failure to comply with removal directions will result in issuance of a warning letter from the Commander, USAG Baden-Wuerttemberg. Continued failure to comply after issuance of the warning letter will result in initiation of involuntary termination of quarters (eviction) procedures.

7. This policy pertains to all situations. Air conditioners must be used in strict compliance with manufacturer's recommendations and any unit found to be operating in a manner inconsistent with safe operating practices may be removed. Additionally, residents must immediately remove any AC unit that does not comply with this policy regardless of how long it has been in place. Anyone who installs AC units without prior approval must request inspection of the installation immediately and may be required to remove the unit if it does not comply with this policy.

8. The policies stated herein are effective immediately and will be included in the revision of the USAG Baden-Wuerttemberg Family Housing Resident Handbook.

9. Point of contact is the local garrison housing chief or their designee.

  
BRYAN D. DECOSTER  
COL, MI  
Commanding

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